CITY OF TORONTO
DEPARTMENT OF PUBLIC HEALTH

METROPOLITAN TORONTO CENTRAL LIBRARY
Municipal Reference

May 10, 1984

To: Local Board of Health

Subject: Amendment to Establishment, Support Services Sections, Department of Public Health

Origin: Medical Officer of Health and Acting Executive Director, Management Services Division, May 10, 1984 (c34hlth84033:156)

Comments:

Background

On May 20, 1982, City Council approved the Department of Public Health (DPH) Reorganization, Phase II. One of the principles incorporated in this reorganization was reassignment of permanent staff. This principle provided for job security for all permanent Departmental employees and minimized career disruptions. Since further changes were anticipated in relation to the decentralized administrative support, it also allowed time to assess the degree to which additional changes in organization and job design would be required.

Almost two years have passed since the reorganization. Given the magnitude of the changes, there has been minimum disruption of service and staff at all levels have displayed a high degree of responsibility and a readiness to adapt to new situations as they have arisen. This has been a period of learning and adjustment and as a result it is now possible to define more clearly our needs. It has been our experience that reorganization has impacted upon the Support Services Sections more than others and that some adjustment to jobs, reporting relationships and allocation of duties has been necessary.

Amendments to Establishment

The majority of amendments to establishment, as summarized in Exhibit 1, reflect changes that have arisen through job evolution between July 9, 1982 and the present in the Western, Northern and Downtown Health Areas and Central Resources. Such changes are reflected in a greater variety of job activities required under administrative decentralization. It is proposed that these changes be made effective from the time of reorganization, July 9, 1982.

The other amendments are specific to the Eastern Health Area (EHA) which underwent a separate reorganization on November 3, 1980. As a result, there are differences between the organization design of the EHA, Support Services and the remainder of the Department. In the interests of operational efficiency, flexibility and equal treatment of staff in the Department, the organization in the EHA should be consistent with the other areas. It is recommended that this change (Exhibit 1) be effected the first pay period after approval of this report by City Council. Because the Area Clerk positions have not been installed in the EHA since reorganization, a separate job description is being processed for the period from November 3, 1980 to the first pay period following the adoption of this report.

In approving these recommendations for change, the following will be achieved:

a) job descriptions will now more accurately reflect the changes brought about through administrative decentralization;

b) the number of categories of Support Services positions in the DPH will be reduced;

c) the organization design of Support Services will be consistent across all Health Areas;

d) the present level of the DPH establishment will be maintained.

Personnel Implications

For the most part, where a position has been deleted, a new parallel position has been created. There are three exceptions to this.

At the time of reorganization, July 9, 1982, there were insufficient Support Services positions to provide the Downtown Health Area with an Administration Assistant, Area Budget and Accounts Clerk, and Area Personnel and Payroll Clerk. These positions exist in the other Areas and are crucial to administrative operations. Since reorganization, these positions have been accommodated through over-establishment and alternate-rate situations, offset by vacant positions.

In order to regularize the establishment in the Downtown Health Area and add the three positions described above, it is proposed that the following three positions be deleted: Senior Central Resources Clerk, Senior Immunization Clerk, and Public Health Nurse (Exhibit 1). The latter two positions have been vacant since reorganization and are surplus to Departmental needs. It is recommended that the incumbent of the Senior Central Resources

Clerk position (Local 79), who has been on alternate rate for two years in the new position of Administration Assistant (APS), be appointed to the latter position.

As a point of reference, if all the positions dealt with in this report were currently filled, the changes in wage grades would affect employees as follows:

5 Employees Down 2 Wage Grades
3 Employees Down 1 Wage Grade
19 Employees No Change
58 Employees Up 1 Wage Grade
6 Employees Up 2 Wage Grades
3 Employees Up 3 Wage Grades
3 New Positions

No permanent staff in the DPH will be losing their job through these amendments to establishment and reclassifications. All job descriptions have been prepared in consultation with the Office of Labour Relations and given the preliminary ratings indicated in Exhibit 1.

Budget Implications

While there is no net increase in the total establishment, the net increase in salaries at maximum rates will be $79,597. The DPH has sufficient funds in the 1984 Operating Budget Estimates to cover the increased costs.

Being cognizant of the City's goal of restraining establishment increases, the DPH has agreed to bring forward commensurate savings equivalent to $25,000 in the 1985 Programme Change Cycle.

Local Board of Health May 10, 1984

Recommendations:

1. That the establishment changes and preliminary wage rates outlined in this report and presented in Exhibit 1, be approved.

2. That the position descriptions as described in Exhibit 2, be approved.

3. That the personnel recommendations regarding employees who are being appointed or who are being reclassified at a higher, existing or lower wage grade, be approved as described in Exhibit 3.

4. That permanent Local 79 employees in a position of having their jobs deleted and reclassified to new positions at a lower wage grade, be provided the protection of the "Policy - Status of Employees Involved in Departmental Reorganizations" and the Collective Agreement.

5. That the remaining new positions be advertised in accordance with the Civic Employee Promotion, Policy and Guideline Procedures and the Collective Agreement.

6. That funds be provided to accommodate the cost of retroactive increases where necessary.

This report has been submitted to the President of C.U.P.E., Local 79 and the President of C.O.T.A.P.S.A. and their replies are attached.

A.S. Macpherson, M.D., M.Sc.
Medical Officer of Health

M. Bregman
Acting Executive Director
Management Services Department

Attach.

DEPARTMENT OF PUBLIC HEALTH

REORGANIZATION - SUPPORT SERVICES

EXHIBIT 1

DELETIONS FROM ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
OFFICE OF THE MOH (Effective July 9, 1982)					
Clerk-Consultants (18031)	205	17,612-20,919	79	4	83,676
Personnel & Payroll Clerk (12437)	204	16,516-19,805	79	1	19,805
Clerk Typist-Receptionist (12806)	204	16,516-19,805	79	1	19,805
Clerk-Receptionist (12092)	204	16,516-19,805	79	1	19,805
Day Nurseries & Lodgings Clerk (12470)	205	17,612-20,919	79	1	20,919
File Maintenance & General Office Clerk (12454)	207	19,805-23,221	79	1	23,221
Office Clerk (12359)	203	15,402-18,708	79	1	18,708
Payroll Clerk (12187)	207	19,805-23,221	79	1	23,221
Secretary-General Clerk (12008)	207	19,805-23,221	79	1	23,221
Secretary (12057)	207	19,805-23,221	79	1	23,221
Senior Secretary, Central Resources (18520)	209	22,070-25,541	79	2	51,082
Secretary, Central Resources (12186)	207	19,805-23,221	79	1	23,221

ADDITIONS TO ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
OFFICE OF THE MOH (Effective July 9, 1982)					
Central Resources Clerk (NEW)	206	18,708-22,070	79	3	66,210
Secretary to Central Resources Coordinator (NEW)	207	19,805-23,221	79	1	23,221
Central Resources Clerk (NEW)	206	18,708-22,070	79	1	22,070
Central Resources Clerk (NEW)	206	18,708-22,070	79	1	22,070
Central Resources Clerk (NEW)	206	18,708-22,070	79	1	22,070
Day Nurseries & Lodging Homes Clerk (NEW)	206	18,708-22,070	79	1	22,070
Central Office Services Clerk (NEW)	210	23,221-26,692	79	1	26,692
Central Supplies Clerk (NEW)	206	18,708-22,070	79	1	22,070
Central Resources Clerk (NEW)	206	18,708-22,070	79	1	22,070
Secretary, Office of the MOH (NEW)	208	20,919-24,372	79	1	24,372
Secretary, Office of the MOH (NEW)	208	20,919-24,372	79	1	24,372
Secretary to Central Resources Coordinator (NEW)	207	19,805-23,221	79	2	46,442
Secretary to Central Resources Coordinator (NEW)	207	19,805-23,221	79	1	23,221

DEPARTMENT OF PUBLIC HEALTH

REORGANIZATION - SUPPORT SERVICES

DELETIONS FROM ESTABLISHMENT						ADDITIONS TO ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates	Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Senior Central Resources Clerk (18519)	213	26,692-30,164	79	1	30,164						
		Sub-Total		17	380,069			Sub-Total		16	366,950
EASTERN HEALTH AREA (Effective 1st Pay Following Approval)						EASTERN HEALTH AREA (Effective 1st Pay Following Approval)					
Immunization Clerk (12055)	205	17,612-20,919	79	1	20,919	Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
General Clerk Typist - TB & RD (12096)	205	17,612-20,919	79	1	20,919	Area Statistics Clerk (NEW)	206	18,708-22,070	79	1	22,070
Clerk-Consultants (12099)	205	17,612-20,919	79	1	20,919	Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Supplies Clerk (12227)	207	19,805-23,221	79	1	23,221	Area Supplies Clerk (NEW)	206	18,708-22,070	79	1	22,070
Receptionist General Clerk (12367)	205	17,612-20,919	79	1	20,919	Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
Dental Services Clerk (12371)	204	16,516-19,805	79	1	19,805	Dental Services Clerk (NEW)	204	16,516-19,805	79	1	19,805
Sr. Immunization Clerk (12438)	205	17,612-20,919	79	1	20,919	Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Medical Clerk Typist (12465)	205	17,612-20,919	79	5	104,595	Area Clerk (NEW)	206	18,708-22,070	79	5	110,350
Data Input & Retrieval Clerk (12560)	207	19,805-23,221	79	1	23,221	Data Input Clerk (NEW)	206	18,708-22,070	79	1	22,070
Secretary to Area Manager (12688)	209	22,070-25,541	79	3	76,623	Secretary to Area Manager (NEW)	207	19,805-23,221	79	3	69,663
Area Office Services Clerk (12689)	209	22,070-25,541	79	1	25,541	Area Office Services Clerk (18018)	209	22,070-25,541	79	1	25,541
Area Personnel & Payroll Clerk (12690)	210	23,221-26,692	79	1	26,692	Area Personnel & Payroll Clerk (18021)	210	23,221-26,692	79	1	26,692
Area Budget & Accounting Clerk (12727)	211	24,372-27,843	79	1	27,843	Area Budget & Accounting Clerk (18022)	211	24,372-27,843	79	1	27,843

DEPARTMENT OF PUBLIC HEALTH

REORGANIZATION - SUPPORT SERVICES

DELETIONS FROM ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Courier (19041)	286	23,908	79	1	23,908
		Sub-Total		20	456,044
NORTHERN HEALTH AREA (Effective July 9, 1982)					
Immunization Clerk (18005)	204	16,516-19,805	79	1	19,305
Medical Clerk-Typist (18008)	205	17,612-20,919	79	7	146,433
Sr. Immunization Clerk (18016)	204	16,516-19,805	79	1	19,805
Secretary to Area Manager (18017)	207	19,805-23,221	79	3	69,663
Area Supplies Clerk (18020)	205	17,612-20,919	79	1	20,919
Area Personnel & Payroll Clerk (18021)	208	20,919-24,372	79	1	24,372
Audiometric Clerk (18024)	204	16,516-19,805	79	1	19,805
Data Input & Retrieval Clerk (18025)	206	18,708-22,070	79	1	22,070
General Clerk-Typist, TB & RD (18026)	205	17,612-20,919	79	2	41,838
		Sub-Total		18	384,710
WESTERN HEALTH AREA (Effective July 9, 1982)					
Immunization Clerk (18005)	204	16,516-19,805	79	1	19,805
Medical Clerk-Typist (18008)	205	17,612-20,919	79	7	146,433

ADDITIONS TO ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Courier (18019)	286	23,908	79	1	23,908
		Sub-Total		20	455,990
NORTHERN HEALTH AREA (Effective July 9, 1982)					
Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Area Clerk (NEW)	206	18,708-22,070	79	7	154,490
Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Secretary to Area Manager (NEW)	207	19,805-23,221	79	3	69,663
Area Supplies Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Personnel & Payroll Clerk (18021)	210	23,221-26,692	79	1	26,692
Audiometric Clerk (18024)	205	17,612-20,919	79	1	20,919
Data Input Clerk (18025)	206	18,708-22,070	79	1	22,070
Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Statistics Clerk (NEW)	206	18,708-22,070	79	1	22,070
		Sub-Total		18	401,882
WESTERN HEALTH AREA (Effective July 9, 1982)					
Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Area Clerk (NEW)	206	18,708-22,070	79	6	132,420
Area Statistics Clerk (NEW)	206	18,708-22,070	79	1	22,070

DEPARTMENT OF PUBLIC HEALTH

REORGANIZATION - SUPPORT SERVICES

DELETIONS FROM ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Sr. Immunization Clerk (18016)	204	16,516-19,805	79	1	19,805
Secretary to Area Manager (18017)	207	19,805-23,221	79	3	69,663
Area Supplies Clerk (18020)	205	17,612-20,919	79	1	20,919
Area Personnel & Payroll Clerk (18021)	208	20,919-24,372	79	1	24,372
Clerk-Typist (18027)	205	17,612-20,919	79	1	20,919
Clerk - Special Projects (18028)	205	17,612-20,919	79	1	20,919
Medical Services Clerk-Typist (18029)	205	17,612-20,919	79	1	20,919
District Public Health Nurse (10513)	214	27,843-31,315	79	1	31,315
		Sub-Total		18	395,069
DOWNTOWN HEALTH AREA (Effective July 9, 1982)					
Immunization Clerk (18005)	204	16,516-19,805	79	1	19,805
Statistics Records & File Clerk (18006)	205	17,612-20,919	79	1	20,919
Records & Statistics Clerk (18007)	205	17,612-20,919	79	2	41,838
Medical Clerk-Typist (18008)	205	17,612-20,919	79	8	167,352
Payroll Clerk-Typist (18009)	205	17,612-20,919	79	1	20,919
Medical Services Clerk (18010)	205	17,612-20,919	79	1	20,919

ADDITIONS TO ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Secretary to Area Manager (NEW)	207	19,805-23,221	79	3	69,663
Area Supplies Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Personnel & Payroll Clerk (12690)	210	23,221-26,692	79	1	26,692
Data Input Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
		Sub-Total		17	380,963
DOWNTOWN HEALTH AREA (Effective July 9, 1982)					
Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Area Statistics Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Clerk (NEW)	206	18,708-22,070	79	2	44,140
Area Clerk (NEW)	206	18,708-22,070	79	8	176,560
Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Clerk (NEW)	206	18,708-22,070	79	1	22,070

DEPARTMENT OF PUBLIC HEALTH

REORGANIZATION - SUPPORT SERVICES

DELETIONS FROM ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Equipment Inventory Clerk (18011)	205	17,612-20,919	79	1	20,919
Supplies & Equipment Control Clerk (18012)	206	18,708-22,070	79	1	22,070
Packer (18013)	203	15,402-18,708	79	1	18,708
Dental Services Clerk (18014)	204	16,516-19,805	79	1	19,805
Medical Clerk-Typist (18015)	206	18,708-22,070	79	1	22,070
Sr. Immunization Clerk (18016)	204	16,516-19,805	79	2	39,610
Secretary to Area Manager (18017)	207	19,805-23,221	79	3	69,663
		Sub-Total		24	504,597

ADDITIONS TO ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates
Data Input Clerk (NEW)	206	18,708-22,070	79	1	22,070
Area Supplies Clerk (NEW)	206	18,708-22,070	79	1	22,070
Office Clerk (NEW)	204	16,516-19,805	79	1	19,805
Dental Services Clerk (NEW)	204	16,516-19,805	79	1	19,805
Area Clerk (NEW)	206	18,708-22,070	79	1	22,070
Immunization Clerk (NEW)	205	17,612-20,919	79	1	20,919
Area Personnel & Payroll Clerk (12690)	210	23,221-26,692	79	1	26,692
Secretary to Area Manager (18017)	207	19,805-23,221	79	3	69,663
Area Budget & Accounting Clerk (18022)	211	24,372-27,843	79	1	27,043
Administration Assistant (11555)	404	28,465-35,535	ASP	1	35,535
		Sub-Total		26	594,301

DEPARTMENT OF PUBLIC HEALTH

REORGANIZATION - SUPPORT SERVICES

DELETIONS FROM ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates

SUMMARY

DELETIONS FROM ESTABLISHMENT

	No.	$
Office of the MOH	17	380,069
Eastern Health Area	20	456,044
Northern Health Area	18	384,710
Western Health Area	18	395,069
Downtown Health Area	24	504,597
	97	2,120,489

ADDITIONS TO ESTABLISHMENT					
Position	Wage Grade	Salary Range	Union Afl	Pos	Total At Max Rates

SUMMARY

ADDITIONS TO ESTABLISHMENT

	No.	$
Office of the MOH	16	366,950
Eastern Health Area	20	455,990
Northern Health Area	18	401,882
Western Health Area	17	380,963
Downtown Health Area	26	594,301
	97	2,200,086

NET INCREASE AT MAXIMUM RATES $ 79,597

EXHIBIT 2

POSITION DESCRIPTIONS

2.1	Central Resources Clerk
2.2	Secretary to Central Resources Coordinator
2.3	Secretary, Office of the Medical Officer of Health
2.4	Day Nurseries and Lodging Homes Clerk
2.5	Central Office Services Clerk
2.6	Central Supplies Clerk
2.7	Immunization Clerk
2.8	Area Statistics Clerk
2.9	Area Clerk
2.10	Data Input Clerk
2.11	Area Supplies Clerk
2.12	Office Clerk
2.13	Secretary to Area Manager
2.14	Area Personnel and Payroll Clerk
2.15	Courier
2.16	Audiometric Clerk
2.17	Area Office Services Clerk
2.18	Area Budget and Accounting Clerk
2.19	Dental Services Clerk

Exhibit 2.1

Central Resources Clerk

Work Illustration

Provides typing, receptionist and clerical services to health professionals and consulting staff in the Central Resources group. Types correspondence, form letters, procedures, schedules from handwritten material or dictaphone. Enters reports into computer terminal using ATMS and retrieves as required. Answers and screens telephone calls, takes messages, makes appointments and directs to appropriate staff.

As directed, sets up meetings, books meeting rooms and ensures availability of A/V equipment, reading material, etc. Sets up and maintains files and searches files for information on specific topics as requested.

Qualifications

Minimum of three years of clerical experience. Ability to type and maintain clerical systems. Ability to maintain cooperative relationship with consultant staff and the public. Familiarity with the use of the ATMS terminal would be an asset. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.2

Secretary to Central Resources Coordinator

Work Illustration

Provides secretarial services to a Central Resources Coordinator. Enters reports in the ATMS system. Types correspondence, reports and agendas from handwritten or dictated material. Takes minutes, transcribes and distributes material as necessary. Sets up meetings for Central Resources Management Team, civic departments and external agencies as requested. Receives agenda items, notes items of new business and forwards to persons concerned. Follows up on work generated from meetings. Screens calls and relays information to appropriate personnel. Reads, sorts, prioritizes and distributes incoming mail as necessry. Drafts replies or takes action on correspondence, as required. Maintains filing and follow-up systems for Coordinator.

Qualifications

Minimum of two years of secretarial experience. Ability to maintain a mail and filing system. Ability to work effectively under pressure and maintain cooperative relationships with area staff, City Hall and the public. Ability to enter data on a video display terminal using the City's ATMS word processing system. Ability to work accurately and verify work for others. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.3

Secretary, Office of the Medical Officer of Health

Work Illustration

Enters and processes reports to the Local Board of Health, Executive and Standing Committees on a video display terminal. Handles confidential correspondence related to reorganization plans, establishment changes, personnel and legal matters. Types program change statements for the Department budget. Checks figures. Types and checks final budget submission to the Ministry of Health. Provides stenographic, typing and secretarial services to the Administration Coordinator, Executive Assistant and Public Policy Advisor. Types correspondence, reports and agendas from handwritten or dictated material. Takes minutes, transcribes and distributes material as necessary. Arranges meetings for senior Department officials, civic departments and external agencies. Distributes briefing materials. Receives agenda items, notes items of new business and forwards to person concerned. Follows up on work generated from meetings. Processes material for financial and personnel reports. Carries out literature searches and background research for reports. Screens calls and relays information to appropriate personnel. Reads, sorts, prioritizes and distributes incoming mail. Drafts replies or takes action on correspondence as required. Maintains filing and follow-up systems. Updates computer revisions to Department catalogues and manuals. Provides relief to the Secretary to the Medical Officer of Health.

Qualifications

Minimum of three years of secretarial experience. Ability to maintain a mail and filing system. Ability to work effectively under pressure and maintain cooperative relationships with area and Central Resources staff and senior civic officials. Ability to enter data on a video display terminal using the City's ATMS word processing system. Ability to work accurately and verify work for others. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.4

Day Nurseries and Lodging Homes Clerk

Work Illustration

Provides typing and clerical support services for Day Nurseries and Lodging Homes Inspections; maintains family health history records. Processes forms for new and annual renewals of day nurseries and lodging homes. Forwards nominal role of children's incomplete immunization records to the Area Manager for updating. Receives telephone complaints re lodging houses. Forwards information to inspector for follow-up.

Qualifications

Minimum of three years clerical experience, preferably in a health district environment. Ability to type, work accurately with figures and to prepare routine forms and letters. Ability to maintain cooperative relationships with provincial staff, area staff and the public. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.5

Central Office Services Clerk

Work Illustration

Organizes the Department's mail registration and delivery system and maintains Department's record retention system. Reviews all incoming mail and determines action required; stamps, registers and assigns file classification. Circulates and monitors correspondence and sends follow-up notices to areas as required. Maintains post circulated register of correspondence and retrieves on a priority basis. Assembles Department of Public Health outgoing correspondence for transfer to City Clerk's. Sets up and maintains Department of Public Health filing system. Liaises with Archives, schedules record retention and cleanouts, arranges for transfer of non current files to Central Records. Arranges with Area Office Services Clerks for courier service for deliveries.

Qualifications

Minimum of three years general clerical experience with good typing skills. Thorough knowledge of the Department of Public Health and the function and location of municipal departments. Ability to organize, set up and maintain a central filing system. Ability to work effectively under pressure and maintain cooperative relationships with area staff, Central Resources staff, City Hall and the public. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.6

Central Supplies Clerk

Work Illustration

Maintains the purchasing and supply function for Central Resources and the Office of the Medical Officer of Health. Prepares and orders all materials and supplies and forwards requisitions to Administration Assistant for approval. Receives all materials and supplies and contacts suppliers regarding errors or discrepancies in delivered supplies. Prepares and types requisitions for repairs. Contacts suppliers for non-stores items to determine specifications, availability and price. Maintains inventory of supplies on hand in an orderly fashion. Picks up and delivers incoming and outgoing mail for the Department. Operates photocopier and duplicating machines as requested.

Qualifications

Minimum of three years general clerical experience with good typing skills. Ability to work accurately with figures and account code information. Ability to work effectively under pressure and maintain cooperative relationships with area staff, outside vendors and suppliers. Working knowledge of the City accounting and purchasing procedures and Code of Accounts. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.7

Immunization Clerk

Work Illustration

Completes all forms necessary for the administration of the immunization program (school, staff, adults). Extracts data from records as required. Orders the required antigen, records dosages given. Arranges for supplies to be packed and transported to and from clinics. Sets up the room for the clinic and assists nurse in opening supplies. Identifies the patient and his/her needs and records antigen given. Follows up on missing patient records and maintains order in the clinic. At the end of the clinic repacks all supplies and arranges for disposal of waste. Prepares immunization reports as requested. Types various schedules, memos, dittos, letters.

Qualifications

Ability to work effectively in various surroundings and maintain good working relationships with staff, other agencies and the public (particularly children). Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.8

Area Statistics Clerk

Work Illustration

Retrieves daily activity reports from various disciplines within the Health Area. Checks activity reports for accuracy and summarizes the data into the proper reporting format. Forwards statistical data for input and summarization in appropriate reports. Prepares and types statistical records as required. Coordinates the submission of CHARIS time reports to the Ministry of Health re Public Health Nurses. Distributes CHARIS reports from the Ministry of Health to nursing staff. May assist in typing, arranging appointments/referrals, and other duties as assigned.

Qualifications

Minimum of three years general clerical experience, particularly in data collection. Must be attentive to detail. Ability to work under time constraints. Ability to maintain cooperative relationship with area staff. Ability to type, work accurately with figures and to prepare letters. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.9

Area Clerk

Work Illustration

Provides typing, receptionist and general clerical support services in an area office, district office or designated hospital. Types memoranda, correspondence, minutes and reports from handwritten material. Answers telephone and visitor enquiries, takes referrals and complaints related to public health, provides general information to the public on area services or directs to appropriate personnel, departments or agencies.

Maintains general files (environmental health & inspection, V.D., T.B., mental health, family planning, nutrition, nursing, pre-employment, etc.), records of family histories, pamphlet and booklet file and library inventory. Processes incoming and outgoing mail.

Qualifications

Minimum of three years clerical experience with good typing skills. Good interpersonal skills when dealing with the public and in handling complaints are essential. Ability to maintain good relationship with professional and support staff and to work as a team member.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.10

Data Input Clerk

Work Illustration

Enters and retrieves various computerized data for a Health Area and maintains a manual regarding data entry and retrieval procedures. Examples of data entered include: Public Health Inspectors' daily data sheets, communicable disease and immunization information. Codes and enters equipment inventory data. Retrieves information from computer and maintains files of data input and output sheets.

Qualifications

Minimum of three years general clerical experience with good typing skills. Ability to work speedily and accurately under pressure. Ability to maintain cooperative relationships with area staff. Previous experience with computers considered an asset. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.11

Area Supplies Clerk

Work Illustration

Conducts the ordering of equipment, materials and supplies for a Health Area. Types and receives materials and supplies requisitions and forwards to Area Budget and Accounting Clerk for certification of funds. Receives all goods ordered and contacts suppliers regarding errors or discrepancies in delivered supplies. Contacts suppliers for non-stores items for information regarding specifications, availability and price. Prepares purchase requisitions and forwards for certification of funds and approval.

Maintains inventories of certain supplies and reorders as required. Arranges schedules of pick-up and delivery and calls for repairs and servicing of equipment as required.

Qualifications

Minimum of three years general clerical experience with good typing skills. Ability to work accurately with figures and account code information. Ability to maintain cooperative relationships with area staff, outside vendors and suppliers. Working knowledge of the City accounting and purchasing procedures and Code of Accounts. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.12

Office Clerk

Work Illustration

Provides mail deliveries and general clerical services to the Health Area. Collects and delivers mail to and from central mail area. Hand delivers and collects mail from out-trays of area office staff. Types forms and drafts from handwritten material. Operates ditto, duplicating and photocopy machine. Carries out reception functions as required, receiving clients for immunization and filling out required forms. Picks up printed material from Printing Unit.

Qualifications

Some general clerical experience and familiarity with location of civic departments and Department of Public Health offices. Familiarity with mail distribution systems, photocopy machine and ditto machine. Ability to type. Physically fit to lift boxes. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.13

Secretary to Area Manager

Work Illustration

Provides secretarial services to an Area Manager. Enters reports in the ATMS system. Types correspondence, reports and agendas from handwritten or dictated material. Takes minutes, transcribes and distributes material as necessary. Sets up meetings for Area Management Team and community groups as required. Receives agenda items, notes items of new business and forwards to persons concerned. Follows up on outstanding old business from meetings. Screens calls and relays information to appropriate personnel. Reads, sorts, prioritizes and distributes correspondence as required. Drafts replies or takes action on correspondence as required. Maintains filing and follow-up systems for Area Manager.

Qualifications

Minimum of three years secretarial experience. Ability to maintain a mail and filing system. Ability to work effectively under pressure and maintain cooperative relationships with area staff, City Hall and the public. Ability to enter data on a video display terminal using the City's ATMS word processing system. Ability to work accurately and verify work for others. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.14

Area Personnel and Payroll Clerk

Work Illustration

Processes and maintains all personnel and payroll documentation for a Health Area. Sets up and maintains employee personnel and payroll files. Prepares and types personnel requisitions, P.C.A.s, letters, memos, etc. Sets up and maintains lieu time records and follow-up system for personnel evaluations, absences, yearly increments, leaves without pay, etc. Coordinates, checks and corrects incoming payroll data from Area Clerks. Prepares, posts, records and forwards for authorization, permanent, temporary and casual payroll data. Sorts, verifies and distributes area payroll cheques; answers enquiries and advises area staff regarding payroll and personnel policies and procedures. Maintains area establishment file.

Qualifications

Minimum of three years of clerical experience in a payroll or personnel environment and familiarity with payroll and personnel documents. Ability to type, to work accurately with figures and to prepare routine forms and letters. Familiarity with retrieving personnel and payroll information from the CRT terminal would be an asset. Ability to work effectively under pressure and maintain cooperative relationships with area staff, City Hall and the public. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.15

Courier

Work Illustration

Performs courier duties for a Health Area/Central Resources. Picks up mail boxes for delivery by City vehicle. Collects, loads, delivers and unloads audio-visual equipment, suitcases containing immunization supplies, medical and office supplies, etc. Inspects vehicle daily for mechanical fitness. Completes delivery steps as required.

Qualifications

Several years of driving experience with a good record. Knowledge of the City roads network. Ability to carry parcels and equipment over short distances. Ability to maintain cooperative relationships with area and Central Resources staff.

Minimum Educational Requirements

Grade 10 or approved equivalent.

Exhibit 2.16

Audiometric Clerk

Work Illustration

Provides clerical assistance to the Audiometric Screening Program in schools and at the Hearing Conservation Centre. Compiles data for audiometric technicians. Prepares lists from school records of students to be tested. Updates health files for students. Types memos, file headings, correspondence, etc. Answers telephone enquiries. Sets up audiometer and supplies and maintains work areas, equipment, etc.

Qualifications

Ability to write in a clear and legible manner. Ability to keep health records and record health data accurately. Ability to maintain health supplies in an orderly fashion. Ability to maintain cooperative relationships with area staff and students. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.17

Area Office Services Clerk

Work Illustration

Maintains the office services function for a Health Area. Reviews all incoming mail and determines action required; stamps, registers, and assigns file classification. Circulates and monitors correspondence and sends follow-up notices as required. Coordinates assembly of outgoing correspondence. Maintains area filing system, directs area clerks in filing procedures, performs information searches on request, arranges for transfer of non-current files to Central Records. Maintains area library, determines coding of books and reports, directs area clerks in maintaining library magazine circulation system. Directs and dispatches couriers in scheduled pick-ups and deliveries. Handles space and accommodation requests for Area Management Team.

Qualifications

Ability to write in a clear and legible manner. Ability to keep involved clerical records and prepare effective correspondence and accurate reports. Ability to attend to routine office management details without referral to a supervisor. Thorough knowledge of municipal organization and the function and location of various departments. Ability to set up and maintain a filing system. Ability to work effectively under pressure and maintain cooperative relationships with area staff, City Hall and the public. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

Exhibit 2.18

Area Budget and Accounting Clerk

Work Illustration

Processes and maintains all budgeting and accounting documentation for a Health Area. Compiles preliminary budget from information received from Area Managers. Prepares program change statements, interim estimates and detailed budget estimates as directed. Performs monthly budget analysis to monitor expenditure and advises the Business Manager as to significant trends. Prepares disbursement vouchers and journal entries to be forwarded to the Finance Department. Reconciles purchase orders, encumbrance lists, stores requisitions and various accounting documents to detailed cost analysis. Receives cheques and cash forwarded for deposit. Maintains custodial care of area petty cash fund. Liases with staff and other civic departments to obtain account distribution information. Advises area staff concerning budgeting and accounting procedures.

Qualifications

Minimum of three years of clerical experience, preferably in a budget or accounting environment, and familiarity with budget/accounting documents. Ability to type, to work accurately with figures, and to prepare routine forms and letters. Familiarity with computer Accounting Enquiry System would be an asset. Ability to work effectively under pressure and maintain cooperative relationships with area staff, City Hall and the public. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent with preference being given to those who have completed, or are presently enrolled in, a course of study with substantial accounting content.

Exhibit 2.19

Dental Services Clerk

Work Illustration

Performs receptionist and general clerical services for Area Dental Hygiene Office. Contacts patients and parents by telephoning home or school. Arranges schedule of appointments for Dental Hygiene Office. Organizes children's activities in the waiting room. Answers telephone and takes messages. Types letters, record forms, files, etc. Files and pulls out patient records and forms, as required.

Qualifications

Ability to type. Ability to keep dental records in an orderly fashion. Ability to maintain cooperative working relationship with area staff and students. Willingness to work in teams.

Minimum Educational Requirements

Grade 12 or approved equivalent.

EXHIBIT 3

PERSONNEL RECOMMENDATIONS
SUPPORT SERVICES REORGANIZATION

NAME & SER.NO.	PRESENT POSITION & WEEKLY RATE	RECOMMENDED POSITION & WEEKLY RATE	EFFECTIVE DATE
Office of the Medical Officer of Health			
S. Atkinson 52064	Secretary $400.75	Secretary, Office of the MOH $422.80	17/9/82
L.R. Jugaru 52730	Secretary, General-Clerk $400.75	Secretary, Office of the MOH $422.80	30/5/83
M. O'Loughlin 45179	Clerk-Receptionist $379.40	Central Resources Clerk $422.80	9/7/82
E. Walker 45543	Secretary, Central Resources $379.40	Secretary to Central Resources Coordinator $379.40	30/9/83
K.E. Jeffreys 51624	Office Clerk $316.40	Central Supplies Clerk $379.40	23/7/82
G. Ponte 48725	Day Nurseries & Lodging Homes Clerk $400.75	Day Nurseries & Lodging Homes Clerk $422.80	9/7/82
G. Fowler 49756	Clerk-Typist Receptionist $358.40	Central Resources Clerk $400.75	9/7/82
D.A. Gavin 49595	Clerk-Consultants $400.75	Central Resources Clerk $422.80	9/7/82

D.M. Gibson 45573	Clerk- Consultants $400.75	Central Resources Clerk $422.80	9/7/82
S.R. Gilchrist 33277	Clerk- Consultants $400.75	Secretary to Central Resources Coordinator $444.85	9/7/82
F. Keen 46177	Clerk- Consultants $400.75	Central Resources Clerk $422.80	9/7/82
V. Cooke 42859	Senior Central Resources Clerk $577.85	Administration Assistant (DHA) $647.15	9/7/82
E. Lam 48790	Senior Secretary, Central Resources $511.35	Secretary to Central Resources Coordinator $444.85	First Pay Followi Council Approval
J. Taylor 44632	Senior Secretary, Central Resources $489.30	Secretary to Central Resources Coordinator $444.85	First Pay Followi Council Approval

Eastern Health Area

P.A. O'Connor 40405	Statistics Clerk (Over Est.) $444.85	Area Statistics Clerk $422.80	First Pay Followi Council Approval
F. Vorvis 40499	Clerk-Consultants $400.75	Area Clerk $422.80	First Pay Followi Council Approval
L. Townsend- Samson 49844	Area Supplies Clerk $444.85	Area Supplies Clerk $422.80	First Pay Followi Council Approval
M. Banks-Garratt 47555	Receptionist- General Clerk $400.75	Area Clerk $422.80	First Pay Followi Council Approval
A.A. Kurtesi 41612	Dental Services Clerk $379.40	Dental Services Clerk $379.40	First Pay Followi Council Approval

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M.M. Melville 33371	Sr. Immunization Clerk $400.75	Immunization Clerk $400.75	First Pay Following Council Approval
H.S. Bogdanow 51653	Medical Clerk-Typist $379.40	Area Clerk $400.75	First Pay Following Council Approval
L. Gucciardi 44539	Medical Clerk-Typist $400.75	Area Clerk $422.80	First Pay Following Council Approval
N.L. McGuire 48786	Medical Clerk-Typist $400.75	Area Clerk $422.80	First Pay Following Council Approval
A. Voglis 45289	Medical Clerk-Typist $400.75	Area Clerk $422.80	First Pay Following Council Approval
M. Yance 50603	Medical Clerk-Typist $400.75	Area Clerk $422.80	First Pay Following Council Approval
M.L. Duffus 48193	Data Input & Retrieval Clerk $444.85	Data Input Clerk $422.80	First Pay Following Council Approval
E.P. Brocklebank 45930	Secretary to Area Manager $489.30	Secretary to Area Manager $444.85	First Pay Following Council Approval
M.L. Hoath 50370	Secretary to Area Manager $489.30	Secretary to Area Manager $444.85	First Pay Following Council Approval
L.R. Shoot 49551	Secretary to Area Manager $489.30	Secretary to Area Manager $444.85	First Pay Following Council Approval
G.A. Ferguson 36645	Area Office Services Clerk $489.30	Area Office Services Clerk $489.30	First Pay Following Council Approval
W.G. Arnold 43425	Area Personnel & Payroll Clerk $511.35	Area Personnel & Payroll Clerk $511.35	First Pay Following Council Approval

J.C. Stanoulis 50671	Area Budget and Accounting Clerk $511.35	Area Budget and Accounting Clerk $511.35	First Pay Following Council Approval
M.J. Hacala 36412	Courier $458.00	Courier $458.00	First Pay Following Council Approval

Northern Health Area

W. McDonald 50344	Immunization Clerk $379.40	Immunization Clerk $400.75	9/7/82
K. Ashton 51616	Medical Clerk-Typist $358.40	Area Clerk $379.40	20/9/82
R. DiTommaso 29905	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
D.M. Hull 47016	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
A. Lati 40502	Medical Clerk-Typist $379.40	Area Clerk $400.75	9/7/82
S. McGuigan 48440	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
L. Principe 52378	Medical Clerk-Typist $358.40	Area Clerk $379.40	6/7/83
G. Vanryck De Groot 44513	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
M.M. Hutton 47544	Sr. Immunization Clerk $379.40	Immunization Clerk $400.75	9/7/82
W.P. Francis 38306	Secretary to Area Manager $533.05	Secretary to Area Manager $444.85	First Pay Following Council Approval

K.L. Lichacz 50163	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
C.R. Shopman 48682	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
R.C. Mucci 48665	Area Supplies Clerk $400.75	Area Supplies Clerk $422.80	9/7/82
M.W. Jeffreys 43787	Area Personnel & Payroll Clerk $466.90	Area Personnel & Payroll Clerk $511.35	9/7/82
H.H. Hori 45519	Data Input & Retrieval Clerk $422.80	Data Input Clerk $422.80	18/3/83
L.A. Landis 51272	General Clerk-Typist, TB/RD $379.40	Area Clerk $400.75	28/10/83
J.V.P. Liburd 44296	General Clerk-Typist, TB/RD $400.75	Area Statistics Clerk $422.80	9/7/82
J. Cox 51255	Audiometric Clerk $358.40	Audiometric Clerk $358.40	30/3/84

Western Health Area

R.R. Demcheson 48344	Immunization Clerk $379.40	Immunization Clerk $400.75	9/7/82
G. Buttice 50102	Medical Clerk-Typist $400.75	Area Statistics Clerk $422.80	9/7/82
D.F. Maryniuk 43182	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82

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L.E. Quinn 34518	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
A. Sebastian 51212	Medical Clerk-Typist $379.40	Area Clerk $400.75	9/7/82
D.R. Sesto 50893	Medical Clerk-Typist $379.40	Area Clerk $400.75	9/7/82
A.E. Von Der Heidt 25827	Medical Clerk-Typist $422.80	Area Clerk $422.80	9/7/82
L.K. Wattam 30523	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
B.A. Ramnarace 45878	Sr. Immunization Clerk $379.40	Immunization Clerk $400.75	9/7/82
T.C. Chandoo 45033	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
M.E. Gorman 47843	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	20/8/82
J.M. Hishon 46515	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
M.G. Pace 35158	Area Supplies Clerk $400.75	Area Supplies Clerk $422.80	9/7/82
P. Raimondo 47145	Area Personnel & Payroll Clerk $466.90	Area Personnel & Payroll Clerk $511.35	9/7/82
M.B. Newby 49294	Clerk-Typist $400.75	Data Input Clerk $422.80	9/7/82
T.M. Muise 51229	Clerk, Special Projects $400.75	Area Clerk $422.80	9/7/82

L. Abboud 38195	Medical Services Clerk-Typist $379.40	Area Clerk $400.75	27/9/82

Downtown Health Area

S.A. Dentico 42858	Immunization Clerk $379.40	Immunization Clerk $400.75	9/7/82
E. DiMarco 47522	Statistics Records & File Clerk $400.75	Area Statistics Clerk $422.80	9/7/82
O.M. Grozelle 51651	Records & Statistics Clerk $379.40	Area Clerk $400.75	9/7/82
E.M. Robinson 23276	Records & Statistics Clerk $400.75	Area Clerk $422.80	9/7/82
M. Cosentino 28900	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
M.A. Goshulak 21431	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
V. Karagiannis 46565	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
M.I. Roberts 48815	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
H. Silva 50387	Medical Clerk-Typist $400.75	Area Clerk $422.80	12/10/82
M.H. Surmachynski 45960	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82

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J. Weber 37065	Medical Clerk-Typist $400.75	Area Clerk $422.80	9/7/82
B.J. Covington 24476	Payroll Clerk-Typist $422.80	Area Clerk $422.80	9/7/82
D. Mills 38013	Equipment Inventory Clerk $400.75	Data Input & Retrieval Clerk $422.80	9/7/82
K.G. Wright 45503	Packer $358.40	Office Clerk $379.40	9/7/82
A. Kotowich 31810	Dental Services Clerk $422.80	Dental Services Clerk $379.40	First Pay Followi Council Approval
E. Ng Yuen 46427	Medical Clerk-Typist $422.80	Area Clerk $422.80	9/7/82
S.M. Rolfe 46575	Sr. Immunization Clerk $379.40	Immunization Clerk $400.75	9/7/82
J.P. George 39423	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
E.P. Ginger 49477	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
G. Kuwabara 48178	Secretary to Area Manager $444.85	Secretary to Area Manager $444.85	9/7/82
R. Atkinson 49805	Area Supplies Clerk $400.75	Area Supplies Clerk $422.80	27/5/83
A. Hunte 50310	Area Personnel & Payroll Clerk (Over Est.) $422.80	Area Personnel & Payroll Clerk $466.90	23/7/82

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A. McKay 47772	Area Budget and Accounting Clerk (Over Est.) $533.40	Area Budget and Accounting Clerk $533.40	20/8/82